

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

TEMPE TEST:

Have I done everything today The Tempe Way?

ORGANIZATIONAL DEVELOPMENT ADMINISTRATOR

Purpose:

To actively support and uphold the City's stated mission and values. To perform professional work in the coordination, implementation, and presentation of training programs for City employees; to participate in various organizational development; and plan, organize and direct the staff and activities of the Tempe Learning Center

Supervision Received and Exercised:

Receives direction from the Human Resources Manager.

Exercises direct supervision over Tempe Learning Center staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Develop and market quality education, organizational development, and training programs that reflect the City of Tempe's mission and values; plan, organize and direct the staff and activities of the Tempe Learning Center.
- Prepare and present training programs to employees; evaluate program acceptance and effectiveness and prepare comprehensive reports of results.
- Prepare TLC annual budget, monitor expenditures for operational efficiency, and present justification for budget requests.
- Meet with senior management, the Tempe Learning Center Board, and other advisory groups and individuals to gain input into employee developmental needs; facilitate the Tempe Learning Center Board meetings; participate and lead various interdepartmental project groups, special projects and task forces.
- Manage and monitor activities of educational partnership institutions.

Effective December 2001

Revised July 2002 Title changed

CITY OF TEMPE

Organizational Development Supervisor (continued)

- Perform contract administration duties, including proposal evaluations and bids, negotiation and recommendation of contract terms, evaluation of performance and compliance to contract agreements.
- Maintain records of Tempe Learning Center supplies and equipment; ensure audio-visual and other equipment remains in working order; communicate facility maintenance needs to appropriate City staff; order supplies, equipment, and maintenance as needed.
- Manage and oversee training need assessments, analyze results, define learning objectives, and identify delivery methods (both technical and non-technical).
- Attend professional development activities to stay current with trends in the employee and organizational development fields.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible professional experience in the administration, analysis and design of training and organizational development programs preferable in a public sector environment, including some supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in adult education, organizational development, training, or a related field.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 2645

Salary Range: 48

Compensation Plan: P40/Regular

FLSA: Exempt